



Immediate Job Opening:
**Human Resources
Administrator**

Job Requirements:

Provide support to all employees including but not limited to: recruiting, orientation and training, benefits administration, annual review tracking, employee database maintenance, worker compensation claims and investigations, drug testing, company event planning, and all personnel related issues.

Education/Experience Requirements:

Four year degree and prior experience required. Must have strong writing skills and knowledge of Microsoft Office programs.

Hours:

8am to 5pm, Monday-Friday

Benefits:

Health Insurance – after 3 months

401K & Flexible Benefits Account – after 1 year

Holidays, Vacation

Salary Range:

\$34,500 - \$40,000 per year - DOE

Contact Information:

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